



OUTREACH NOTICE OUTREACH NOTICE



USDA FOREST SERVICE
INTERMOUNTAIN REGION, R4
HUMBOLDT-TOIYABE NATIONAL FOREST

Supervisor's Office, Sparks, NV

Budget Analyst GS- 560 – 07/09

*This position is for a **Recent Graduate under the Pathways Internship Program** with a duty station of **Sparks, NV**.*

The Humboldt-Toiyabe NF Supervisors Office is outreaching for a GS-560-07/09 Budget Analyst Position. The position is located in Sparks, Nevada and works directly for the Budget Officer. The incumbent will serve as a member of the Budget Staff with a responsibility to report, analyze and interpret budget information.

This position is designed to provide a career-oriented introduction to the background, philosophy, concepts, and scope of the Forest Service Budget Analysis functions and a practical understanding of the policies of the employing organization. The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs.

Eligibility:

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

The duties will be to provide financial information to Forest Staff. The successful candidate should be able to read and interpret budget direction from the Regional and Washington Office, Forest Service Handbook (FSH) Directives and Manuals related to financial management. The Budget Analyst will work in appropriated funds, be able to determine fund availability, approve requisitions for expenditure of funds. The Budget Analyst will also assist to consolidate Forest Budget Proposals for Forest Leadership Team consideration

and review. Workplan administration updates to include project approval, personnel updates, accomplishment reporting and project approval is a routine function of this position. Intermediate Excel spreadsheet skills, and understanding of accounting and related Financial Management Systems is required. The Budget Analyst will monitor current year spending trends, and help to develop the future budget year project planning. Additional routine tasks such as maintain financial records and file financial documents on a regular basis.

Good interpersonal skills such as the ability to communicate clearly, work well in a teams are valuable in this role.

The Budget Analyst will work to monitor financial expenditures under the direction of the Budget Officer.

About the Location

The Forest Supervisors Office for the Humboldt Toiyabe NF is located in Sparks, NV. The City of Sparks is located just east of Reno, NV, at the base of the Sierra Nevada mountain range. The world renowned Lake Tahoe is less than a one hour drive away. Sparks is in a high desert climate at an elevation of nearly 4,500 feet with four seasons and sunshine 80 percent of the year. It is the fifth largest city in Nevada with a population of 92,331 (2010). Reno/Tahoe International Airport, five minutes away, serves Sparks.

Sparks is known as the premiere special events venue for all of northern Nevada, a place where there is always something happening - with attractions on our Victorian Square which bring hundreds of thousands of visitors to such annual events as the Sparks Farmer's Market, Hot August Nights, Best in the West Nugget Rib Cook-off, and Sparks Hometown Christmas. The city's newest destination includes the Legends at Sparks Marina, a premiere shopping and dining experience.

Sparks is filled with more than 50 beautiful parks along with countless recreation programs. The City's landmark gem includes the unique Sparks Marina. The Marina consists of eighty acres of water surrounded by swimming, boating, fishing, scuba diving and picnicking facilities, with breath-taking views of the nearby mountains. Events are always happening at the Marina such as the Scheels Turkey Trot held annually on Thanksgiving Day.

Golden Eagle Sports Complex featuring 1.4 million square feet of artificial turf, hosts hundreds of softball tournaments and sporting events annually. And Rock Park offers an exciting whitewater attraction geared for family fun with pools for kayaking, tubing and rafting for all abilities in a wonderful setting. The list of fun and exciting things to do in Sparks is growing.

Sparks is part of the beautiful Truckee Meadows and is surrounded by picturesque foothills. Whether walking, running, or biking, there are plentiful opportunities to experience the great outdoors year round. And don't forget that the City's rich history can be experienced at the Sparks Heritage Museum.

The Forest

At over 6.3 million acres, the Humboldt-Toiyabe National Forest is the largest National Forest in the contiguous United States. The Forest spans the entire state of Nevada, plus an additional one million acres in Eastern California, along the Eastern Sierra Front. The Forest consists of four distinct geographic areas, the Sierra Nevada, Central Nevada, Northeastern Nevada, and the Spring Mountains in Las Vegas. The Spring Mountains NRA is one of ten districts on the Humboldt-Toiyabe.

For additional Forest information, check out the Humboldt-Toiyabe NF website...<http://www.fs.usda.gov/htnf>

Outreach Response

For additional information, please contact Roslyn Dunsmore, Forest Budget Officer at 775-352-1251 or Genevieve Masters, Deputy Forest Supervisor at 775-355-5309.

If you are interested in this opportunity, please complete the attached form, and return it with a current resume to:

Roslyn Dunsmore rdunsmore@fs.fed.us by APRIL 29th, 2015.

OUTREACH RESPONSE FORM

Budget Analyst - GS-560-7/9

Supervisor's Office, Sparks, NV

Email to rdunsmore@fs.fed.us by April 29, 2015



HUMBOLDT-TOIYABE NATIONAL FOREST

NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE NUMBER:

AGENCY EMPLOYED WITH: {USFS {BLM OTHER)

TYPE OF APPOINTMENT: {PERMANENT {TEMPORARY {TERM
 {VRA {PWD {OTHER

CURRENT: {REGION {FOREST
 {DISTRICT

CURRENT: {SERIES {GRADE

CURRENT: {POSITION TITLE

ARE YOU A RECENT GRADUATE? WHEN DID YOU GRADUATE WITH A DEGREE? WHAT DEGREE DID YOU GRADUATE WITH?

ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

PERSON WITH DISABILITIES

DISABLED VETERANS W/30% COMPENSABLE DISABILITY

VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998

FORMER PEACE CORPS VOLUNTEER

Thank you for your interest in our Vacancy!